

Springdale Fire Department

New Hire Information Form

**Information and Documents Need by New Fire Department Members
On their first day of work**

- **Current Drivers License**
- **Social Security Card: (or Passport)** If you have lost your card a new card can be obtained by contacting:
SOCIAL SECURITY
SUITE 101
2153 E. JOYCE BLVD.
FAYETTEVILLE, AR 72703
(479) 521-3435
<http://www.socialsecurity.gov/>
- **Insurance Cards:** Front and back of the insurance card for any additional health insurance you or your dependants may have through other employment or through your spouse's or ex-spouse's employment.
- **Beneficiary Information:** Information that will need to complete benefits forms. You don't have to have documents just the information:

Name, Address, and Telephone of persons you wish to receive survivor's benefits from retirement system (usually spouse or parent)

Social security number and date of birth of dependents including spouse who will be covered by health insurance.
- **Emergency contact Information:** Telephone numbers of persons you want to have contacted in the event of an emergency.
- **Training Records:** Copies of certificates and cards you have received from other fire and EMS agencies (Firefighter I & II. EMT, CPR etc)
- **Health Records:** Copies of your Inoculation (shot) records and tuberculosis test if you have had one. These records are often in your parent's possession.
- **Uniform Sizes:** Shirt (both tee and golf type) and Sweatshirt sizes (med, lg, XL etc) Dress Shirt sizes (neck and sleeve length). Pants (waist and inseam.) Your parent or spouse may be able to help you with this information.